

**Olympic Region
Environmental Compliance Assurance Procedure
Notification Form**

Date of incident:				
Project Name:				
Project Location				
SR:		County		
Project Manager		Phone number		
PEO location (click on the cell)				
Should a spill or a discharge occur, or if there are questions of environmental compliance, immediately notify the Environmental Engineer or your immediate supervisor and follow steps 1 - 3				
Environmental Engineer		Phone number		
Region Environmental Manager		Phone number		
Emergency Phone Numbers (click on the cell)				
Find the appropriate ECAP "Notification trigger": (click on the cell below and select the appropriate trigger)				
1) Notify the Contractor				
2) Implement emergency procedures				
3) Suspend all nonconforming work				
Notes: Before calling the REM have the information to 5 - 11 available.				
4) Notify the Regional Environmental Manager (REM)				
5) What was the notification trigger?				
6) Describe the event that triggered the notification.				
8) Describe followup actions				

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9) Describe actions taken to prevent future violations.
10) Describe site constraints or safety issues.
11) What is the urgency of the issue? (click on the cell below and select the appropriate level of urgency)